



Outreach Notice

Minidoka Ranger District and Fairfield Ranger District Sawtooth National Forest

Administrative Services Clerk GS-0303-04/05

The Minidoka Ranger District and Fairfield Ranger District of the Sawtooth National Forest will be advertising in the near future for two Administrative Services Clerks, GS-0303-05. The duty stations will be in Burley, ID and in Fairfield, ID.

About The Positions

These positions serve as resource support clerks on the Minidoka and Fairfield Ranger Districts, with responsibility for support to all resource programs, clerical services, and limited personnel/payroll responsibilities. Duties will include support to the timber (timber sale reports, fuel wood permit sales, etc.), range (correspondence, assists with permit preparation, etc.), minerals (small minerals permits), wildlife, and fire staff organizations, answering telephones and assisting office visitors. The incumbent will maintain files, distribution of all mail and correspondence, as well as time and attendance processing and audits. Two positions will be filled, one at the Minidoka Ranger District and one at the Fairfield Ranger District.

Minidoka District

The duty station for this position is Burley, ID. The Minidoka Ranger District encompasses 604,000 acres in south central Idaho and northern Utah. The District has a large range and recreation program with developed recreation sites and two ski areas. The District also has active wildlife, timber, fire and minerals programs. Vegetation is as diverse as the uses on the District, going from low elevation sagebrush/grasslands to high elevation alpine forest and meadows.

The population of Burley is approximately 20,000 and is a full service community. Population within the immediate vicinity approaches 40,000. Numerous schools, churches and shopping opportunities exist within the Mini-Cassia (Minidoka and Cassia County) area, along with Cassia Regional Medical Center and Minidoka Memorial Hospital. Housing in Burley is very reasonable and would be considered cheap compared to other areas of the west. Burley is located just 35 miles from Twin Falls, which has a regional airport and most major shopping outlets.

Situated along the Snake River the City of Burley provides access to the 20 miles of the most approachable shoreline of the entire river. Located on both the south and north sides of the river, this access offers many opportunities for water sports and fishing. The city also has numerous parks and recreational facilities, including three golf courses. Burley serves as the major shopping center for the Mini-Cassia area. A temperate climate, beautiful scenery, numerous

recreations opportunities that can be enjoyed without the large crowds typical of larger urban areas make this a desirable place to live.

Fairfield District

The Fairfield Ranger District is over 400,000 acres with lots of back country opportunities. The District maintains over 400 miles of trails (hiking, horseback and single track motorized), numerous campgrounds, fly fishing areas and plenty of other recreational opportunities. Winter recreation is also very popular, with over 50 miles of groomed snowmobile trails with endless backcountry opportunities and Soldier Mountain ski hill is located 12 miles north of town. Elevation ranges from 5,000 to over 10,000 feet. Summers are warm, with highs in the 90's and very little rainfall, great for camping and getting into the back country.

Fairfield is a quiet rural Idaho town with a population of approximately 450. The town is located on a high prairie and experiences all four seasons; however winters last about six months and are cold and snowy. The community has all the basic needs, including a store, gas station, a bank, post office and numerous restaurants. The full service communities of Boise and Twin Falls are within 100 miles of Fairfield, while Ketchum and Sun Valley are 50 miles away. Fairfield does have a public school system for grades K-12 and has an enrollment of approximately 175 students.

Contact information:

Interested persons may contact Cara Schenk, Support Services Supervisor, by phone at (208) 677-8300 or by email at cschenk@fs.fed.us for the Burley location and Robin Switzer, Support Services Supervisor, by phone at (208) 764-3469 or by email at robinlswitzer@fs.fed.us for the Fairfield location.